

Meeting Details

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| Meeting Date | Thursday, May 14, 2015 | Meeting Time | 9:00 am to 12:00 pm |
| Meeting Location | Department of Revenue Building 2 - Room 1220/1221 2450 Shumard Oak Boulevard | | |
| Meeting Objective | Grant Acquisition to Closeout (GAC) - Review and Discuss Draft Level 2 Flows and Process Models | | |
| Invitees | <p>Level 2 SMEs: Deborah Furrow (FWC), Debra Schweinsberg (FWC), Marvin Rumsey (DEO), Tisha Womack (DEO), Julie Mayo (DCF), Mike Wolfe (DCF), Debbie Evans (DOE), Tiffany Herrin (DOE), David Beebe (DOE), Winifred Bishop (DOE), Kim Holland (A&A), Yvonne Woodard (DJJ), Sandra Lewis (DJJ), Karen Peyton (DEM), Toni Milazzo (DEM), Thomas Poucher (DACS), Jerry Sego (DACS)</p> <p>Florida PALM BPS Team: Angie Robertson, Mark Fairbank, Manpreet Singh, Brenda Lovett, Tanner Collins, Robert Hicks, Janice Jackson, Deb Gries, Stanton Beazley, Deana Metcalf, Sean Cooley</p> | | |
| Attachments/ Related Documents | Revised DRAFT Level 2 Process Flow and Narrative (v 1.3) GAC Level 2 Workgroup Meeting #2 Notes (04/21/2015) | | |

Meeting Topics

| Topic | Presenter | Allotted Time |
|---|-----------------|---------------------------------------|
| Welcome <ul style="list-style-type: none"> • Overview of Agenda • Participant Introductions (<i>If new participants</i>) • Recap of Action Items | Angie Robertson | 15 min (9:00 am-9:15 am) |
| All participants attended in person, Angie gave an overview of the agenda and introduced Brenda as the GAC lead. | | |
| Deeper Dive in Level 2 Flows and Narratives | Mark Fairbank | 60 min (9:15 am - 10:15 am) |

| Topic | Presenter | Allotted Time |
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| <p>Notes:</p> <p>The meeting began with a step by step review of the Grants Closeout process flow. This completed the process review begun at earlier sessions.</p> <p>If the grant is to be renewed or rescheduled rather than closed, the agency will return to the Grants Set-Up process. The Close Out process is for when the agency needs to deactivate the grant. Time must be allowed for property to depreciate before the Close Out is processed. Records must be archived for a period of at least seven years after the Close Out process.</p> <p>Participants expressed preference for the detailed functionality depicted in the process flows rather than the limited functionality in today’s FLAIR grant code. Recognizing that the detailed input needed to exercise some of the functions would be best input by program staff, the concept of making program staff users of the financial system will be a departure from the longstanding practice of using FLAIR. The participants discussed giving access to program staff as long as the appropriate security is maintained to limit the areas of input.</p> <p>Angie asked if an external system integration point should be added to the closeout process for deactivation data. The participants expressed a preference to use Florida PALM directly to deactivate grant codes.</p> <p>None of the agencies stated that they have a system that interacts/integrates end to end with FLAIR for grants.</p> <p>The team discussed the timing of events and ledger differences when accounting on a cash basis, as is done today, versus accounting on a modified accrual basis, as is planned statewide for Florida PALM.</p> <p>Today, in FLAIR, there is no “scheduled payment date” (the ability to input AP invoices and select a future date for disbursement.). Agencies input to FLAIR when they need the warrant/EFT paid – allowing for sufficient time to clear DFS audit.</p> <p>Upon voucher approval in FLAIR, the AP invoice posts as an expense. Upon issuance of the warrant/EFT, the AP invoice posts to the cash ledger.</p> <p>In a modified accrual based system, the input of the AP invoice will post as an expense, the approval of the AP invoice will relieve the expense and post as a payable. Upon issuance of the warrant/EFT, the AP invoice will relieve the payable and post to the cash ledger.</p> <p>If an agency inputs AP invoices upon receipt and uses scheduled payment dates, one of the results of this change will be that AP invoices are posted to the ledger and affect certain balances earlier than is experienced today.</p> | | |

| Topic | Presenter | Allotted Time |
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| <p>Some participants expressed a need to operate on a cash basis to avoid prematurely seeking reimbursement for expenses posted with a future scheduled payment date. The team discussed how input of AP invoices without a future scheduled payment date - while still causing a three stage ledger entry - would effectively process in the timeframe that FLAIR presently does.</p> <p>The group discussed KPI's presently in the process narrative and any that can be added to the list.</p> <ul style="list-style-type: none"> • Progress toward meeting minimums to maximums of program-specific metrics such as number of clients served by the program and number of jobs created. • Subrecipient program-specific metrics on program execution, deliverables, and financial activity • Grant Awards (application/award rate; trend analysis such as period to period comparison, revenue growth) <p>The group also discussed the use of the GL code and the OCA code in FLAIR to track expenditures. The GL code is a 5 digit numeric code with the first 3 digits controlled by DFS and the last 2 digits available to agencies to use as they see fit. The OCA (Other Cost Accumulator) is an agency-defined code used for cost accounting but not typically used instead of a Grant code in FLAIR.</p> <p>Reports:</p> <p>Schedule of Expenditure of Federal Awards (SEFA) report to be added to the process flow and the process narrative.</p> <p>Marvin stated that currently there are a lot of Excel based reports and it would be extremely beneficial if Florida PALM could provide those reports through the GAC world. Mark asserted the importance of treating "Reports" as equally important to other functions (e.g. P2P, ARB) when making the project investment in training. This will help ensure agencies and individuals are able to get the information they need out of the system earlier rather than later after implementation.</p> <p>Angie stated that we will be able to create our own reports.</p> | | |
| Break | | 15 min (10:15 am - 10:30 am) |
| Icebreaker | Angie | 15 min (10:30 am - 10:45 am) |
| Deeper Dive in Level 2 Flows and Narratives <i>(Continued)</i> | Angie, Mark | 65 Min (10:45 am - 11:50 am) |
| Close Meeting <ul style="list-style-type: none"> • Action Items • Next Steps | Angie, Mark, Manpreet Singh | 10 min (11:50 am-12:00 pm) |

| Action Items | | | |
|---------------|---|-----------------------|------------|
| Action Item # | Description of Item | Assigned To | Due Date |
| 1 | Finalize the draft flows, narrative, and GAC notes and email to the group | Manpreet/Angie/Brenda | 05/21/2015 |

Needs/Requirements Identified or Discussed During Meeting:

No new requirements were identified in this session by the group.